

BID QUOTE WORKSHEET

Prices Obtained By: _____

Signature _____ Date _____

		Quote #1	Quote #2	Quote #3
Supplier Name				
Supplier Address, City, State, Zip				
Person Contacted				
Phone Number				
Fax Number				
Certified Small Business		Yes # _____ No _____	Yes # _____ No _____	Yes # _____ No _____
Disabled Veteran		Yes # _____ No _____	Yes # _____ No _____	Yes # _____ No _____

Ask the following questions, including shipping instructions when obtaining price quotes:

Date Quote Received								
Date Quote Expires								
Discount Offered								
Warranty Period								
Line #	Description	Qty	Unit \$	Extension	Unit \$	Extension	Unit \$	Extension
1.								
2.								
3.								
4.								
5.								
6.								
Subtotal								
Less 5% Small Business Preference								

Small Business Preference: State agencies shall apply bidding preference equal to 5% of the low est responsible bid, if the low bid is submitted by a large business. This applies to **certified small businesses**, visit the PD web site at www.dgs.pd.gov/osbcr.

How to Calculate Small Business Preference: 1) Compute 5% of the lowest large business; 2) Subtract that amount from the small business bid. If the 5% deduction from the certified small business bidder's bid is equal to or less than the lowest responsive and responsible large business bid, the purchase shall be awarded to the small business. Note: This does NOT alter the small business bidder's bid amount for award. (See Delegation Guidelines for an example.)

<input type="checkbox"/>	FOB Destination, Freight Prepaid	\$		\$		\$
<i>Price of freight included in cost of commodity – no additional freight charges added by vendor. State does not accept goods during shipment</i>						
<input type="checkbox"/>	FOB Destination, Freight Prepay and Add	\$		\$		\$
<i>Seller prepays freight and adds cost to the invoice. State accepts responsibility for freight upon delivery. Cost of freight must be noted and added in price extension – call Traffic Management for best rates</i>						
<input type="checkbox"/>	FOB Destination, Freight Collect	\$		\$		\$
<i>State accepts ownership responsibility for merchandise at the Seller's dock and pays freight charges. This is not a suggested method, if used Traffic Management must be called. Cost of freight must be noted and added in price extension.</i>						
Total Quote (Tax is not an evaluation item, add tax to the Purchase Order)						